

Members Present: Tony Bair, Curtis Gale, Bob Harvey, Brent Leininger (via Zoom in Sault Sainte Marie, Michigan), Aimrie Ream-Taylor, Cynthia Richardson, Debbie Shepard, Keith Williams, Chris Wittenbach, Ken Wyatt

Members Excused: None

Members Absent: None

Staff: Nichole Baker, Bill DeSmet, Greg Schira, Julie Wetherby, Jeff Willet

Guests: Ashley Ellsworth (via Zoom)

1. Call to Order, Opening Ceremony, and Roll Call of Members

Vice Chairperson Keith Williams called a regular meeting of the WellWise Services Area Agency on Aging Board of Directors to order at 2:11 p.m. on June 20, 2024. All recited the Pledge of Allegiance, Keith read the WellWise Services mission statement, and the executive assistant called the roll.

2. Approval of Agenda

Curtis Gale moved to approve the agenda as amended to include Building Committee under Committee Business, and CEO Performance Evaluation under Unfinished Business, Tony Bair seconded. Motion carried with no one opposed.

3. Guests

The guests introduced themselves.

4. Approval of Minutes

Bob Harvey moved to approve the minutes of the May 23, 2024 Board Meeting as amended, to include “mission statement” in the second sentence of Item 1 Call to Order, Opening Ceremony, and Roll Call of Members, Chris Wittenbach seconded. Motion carried with no one opposed.

5. Public Comment: None

6. Reports

a. Bureau of Aging, Community Living and Supports (ACLS)

Ashley Ellsworth reported the following:

- Completed WellWise Services assessment on June 6, 2024 with no findings.
- ACLS Bureau received notice of the FY 2024 federal awards on May 30, 2024. Reductions: Title III B, III D, III E, Ombudsman, NSIP (Nutrition Services Incentive Program) funding (30%). Increases: Title III C1 (4.6%), III C2 (4.1%)

b. Agency Chief Executive Officer

The Board Members reviewed a report from Julie Wetherby and WellWise Services managers on activities for the past month (attached). Julie added the following items:

- Thanked those who attended the WellWise Services 50th anniversary celebration.
- Safe Haven event will take place next week on Thursday.
- FY 2025 budget preparation is underway.
- Presentation of analysis of WellWise Services programs after Board Meeting on July 18, 2024

- Received state awards for the remainder of FY 2024.
- Openings on Advisory Council for two members from Hillsdale County, and one member from Lenawee County

c. Advisory Council

The Board Members reviewed the attached report from the June 18, 2024 Advisory Council meeting, and Nichole Baker, Chief Services Officer, presented the draft of the FY 2025 WellWise Services Annual Implementation Plan.

Tony Bair moved to approve the WellWise Services Annual Implementation Plan for FY 2025, Chris Wittenbach seconded. Motion carried with no one opposed.

7. Committee Business

- a. Personnel Committee: Keith Williams reported that the Personnel Committee met on June 17, 2024 with Curtis Gale, Cynthia Richardson, Keith Williams, Chris Wittenbach, and Ken Wyatt attending in person, and Brent Leininger attending virtually.

1. The Committee members reviewed a request to move the current Human Resource Manager position from Grade 7 to Chief Human Resource Officer at Grade 11 and forwarded a recommendation to the Finance Committee to move the Human Resource Manager position to Grade 10, Step 4 effective for FY 2025.
2. The Committee members accepted an assignment to review the CEO performance evaluation form and suggest changes in preparation for discussion during next month's Personnel Committee meeting.

- b. Finance Committee: Tony Bair reported that the Finance Committee met on June 18, 2024 with Tony Bair, Bob Harvey, Brent Leininger, Debbie Shepard present in person, and Chris Wittenbach attending virtually.

1. The Committee members reviewed Statements of Contract Award (SCA) 2024-7 for Older Americans Act funds for the period October 1, 2023 – September 30, 2024, and recommended approval.

Tony Bair moved that the SCA in the amount of \$121,644 for the Hillsdale County Senior Services Center, \$338,541 for the Jackson County Department on Aging, \$249,700 for the Lenawee Department on Aging, \$12,438 for Catholic Charities, and \$24,577 for the Michigan Advocacy Program Legal Services of South Central Michigan for the period October 1, 2023 – September 30, 2024 be approved, Chris Wittenbach seconded. Motion carried with no one opposed.

2. The members of the Committee reviewed the financial reports for the month ended April 30, 2024, and recommended approval.

Tony Bair move to approve the Statement of Financial Position, the Income Statement, the Income Statement by Program, the Grant Spend Down Analysis, and Julie Wetherby's credit card statement for the month ended April 30, 2024, Bob Harvey seconded. Motion carried with no one opposed.

3. The Committee members reviewed a recommendation from the Personnel Committee to move the Human Resource Manager position to Grade 10,

Step 4 effective October 1, 2024 and tabled discussion until the next Finance Committee meeting.

- c. Compliance Committee: Curtis Gale reported that the Compliance Committee met on June 20, 2024 with Curtis Gale, Aimrie Ream-Taylor, Keith Williams, and Ken Wyatt present in person, and Brent Leininger attending virtually.
1. The Committee members finished reviewing the Board Bylaws, and they will be in the September Board Meeting packet for review and approval.
 2. Curtis Gale moved to approve the 2024 revised Advisory Council Bylaws, Tony Bair seconded. The Board Members discussed holding the members of the Advisory Council accountable for the tasks listed in Article 1, Section 2 of the Bylaws by including an update in the Advisory Council report to the Board, and including a standing item on the Advisory Council agenda. Motion carried with no one opposed.
 3. The next Compliance Committee meeting will take place on September 19, 2024 at 12:30 p.m.
- d. Building Committee: Tony Bair moved to accept the minutes of the August 22, 2023 meeting of the Building Committee, Keith Williams seconded. Motion carried after a roll call vote: Ken Wyatt-yes, Chris Wittenbach-abstain, Keith Williams-yes, Debbie Shepard-yes, Cynthia Richardson-abstain, Aimrie Ream-Taylor-yes, Bob Harvey-yes, Curtis Gale-yes, Tony Bair-yes.

8. Unfinished Business: None

9. New Business

CEO Performance Evaluation: The Board Members reviewed a summary of the CEO Performance Evaluation Summary for the period April 1, 2023 – March 31, 2024, and

Keith Williams moved to accept the CEO Performance Evaluation Summary, Ken Wyatt seconded. Motion carried with Cynthia Richardson abstaining, and no one opposed.

10. Board Member Comments and Questions

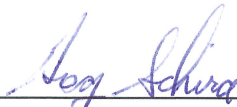
Debbie Shepard thanked the Board Members for reaching out regarding the death of her son-in-law.

Aimrie Ream-Taylor announced that Lenawee Pride will take place this Saturday at the Tecumseh Center for the Arts, 3:00-10:00 p.m.

Keith Williams read a letter from Ward Wilson thanking the Board for honoring him as the WellWise Services Volunteer of the Year.

11. Adjournment: The Board Members adjourned the meeting at 3:12 p.m. after a motion by Tony Bair and support by Cynthia Richardson, with no one opposed.

Next Board Meeting: July 18, 2024 at 2:00 p.m.



Greg Schira, Executive Assistant



Julie Wetherby, Board Secretary

Approved by the Board of Directors on July 18, 2024.